

**From:** Info, MassHR (HRD) <masshrinfo@massmail.state.ma.us>  
**Sent:** Wednesday, October 31, 2012 5:59 AM  
**To:** Farak, Sonja (DPH)  
**Subject:** Enroll Now! 2013 Commonwealth Supervisor Certificate Program



It takes a diverse set of skills to supervise in today's ever-changing and complex world. Leadership that is a step ahead of change is priority one. In response, we are launching the Commonwealth Supervisor Certificate Program (CSCP) in January 2013.

### THE BENEFITS YOU CAN EXPECT

The CSCP is designed to provide practical knowledge and skills that you can begin using immediately. You will learn how to lead with confidence, positively affect morale, and guide your staff to achieve mission critical goals in the face of our changing working environment. Equipped with the appropriate knowledge, skills and strategies, you will be energized and prepared to tackle the challenge to do more with less.

### COURSE OF STUDY

The program runs from January to May 2013 and consists of five one-day courses. Classes will be offered at locations across the Commonwealth.

The curriculum builds skills and competencies in the areas listed below:

- Communication
- Team Building
- Managing Change
- Leveraging the talent, knowledge and skill of a diverse staff
- Supervising in a multi-generational workforce
- Problem Solving/Judgment

### ELIGIBILITY

At the time of application, candidates must:

- Have at least twelve (12) months of full-time service with the Commonwealth
- Be in an active status
- Have completed at least one Performance Evaluation (e.g., *EPRS* or its equivalent) for another state employee in the last year (2012) in order to be eligible for the CSCP.

### HOW TO APPLY

To be considered for the Commonwealth Supervisor Certificate Program, applicants must:

- Complete a CSCP application packet with all required signatures
- Click links below to access [CSCP Application](#) and [Checklist](#)
- Send the completed application packet by **3:00 PM Friday, November 30, 2012** to:

Commonwealth Supervisor Certificate Program, 1 Ashburton Place, Rm 301, Boston, MA 02108

### NEED MORE INFORMATION

**Questions?** Contact us at [MassHR](#), [CSCP@massmail.state.ma.us](mailto:CSCP@massmail.state.ma.us), or call **617-878-9878**.

The Commonwealth Supervisor Certificate Program is a product of MassHR, an Executive Branch Interagency Human Resources collaboration.